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REPORT FOR WEEK ENDING FEBRUARY 2, 1956
PROJECT STAFF

Projects 4-83, 4-96, 5-59, 5-60, 5-68

No change from previous report.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of Vital Material Records of the Office of Personnel is continuing and is approximately 50% complete.

Microfilming of Vital Material Records of the Office of Security continues. The project is approximately 85% complete but camera trouble is resulting in some delay.

General Information

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1. Messrs [REDACTED] represented the Management Staff in the emergency exercises held this week.

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2. Another discussion was held with Mr. [REDACTED] of [REDACTED] regarding the handling of [REDACTED] bound volumes. Mr. [REDACTED] agreed that there was now adequate control on loans of the volumes to other offices; and in view of the infrequent references, a review would be made of the need to bring this voluminous material back into active office space.

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3. In a meeting with Mr. [REDACTED] of OCR, tentative agreement was reached on a draft memo regarding a reduction in the maintenance operator¹⁰⁴⁵ for the intellofax card index to the operation card film stored in the repository. OCR concurrence will result in reducing the required man hours from approximately 80 to 20 per month.

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4. A new type shelf filing unit distributed by the Chas. G. Stott Company was inspected with Mr. [REDACTED] of the Procurement Division/OL.

5. A report on file cabinet procurement for the past calendar year has been received from the ARO for the Office of Training. This report shows that through the retirement and destruction of inactive records and proper cabinet utilization requests for 30 safe cabinets were reduced to 8 for a saving, at present procurement costs, of approximately \$6,900.

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